



May 5, 2020

Beth Penfield
Senior Associate
Brailsford & Dunlavey
1140 Connecticut Ave. NW, Suite 400
Washington, DC 20036

Reference: Alexandria Joint Facilities Master Plan

Subject: INVOICE # 4
PERIOD COVERED: Apr 1 -30, 2020

Dear Ms. Penfield:

This letter represents DP Consultants, Inc. invoice for the services performed during April 2020.
The invoice is in the amount of **\$2,375.00**

If you have any questions regarding the attached invoice please call me at 202-387-4189

Sincerely,
DP Consultants, Inc.

A handwritten signature in blue ink, which appears to read "Diane C. Pratt", is positioned below the typed name.

Diane C. Pratt
President

Please remit to:
DP Consultants, Inc.
1313 Vermont Avenue, NW Suite 17
Washington, DC 20005

Alexandria JFMP - DPC Consultants
Invoice - Scope of Work - % Complete

Phase 1

Dec - Feb

A. Project Initiation	\$ 5,050	Kick Off, General Engagement Planning, Develop Engagement Plan, Establish Goals
B. Consolidate existing decision-making criteria	\$ -	
C. Develop standards or common goals for capital projects	\$ -	
D. Define Stages of Capital Project Development	\$ -	
E. Joint Planning Framework	\$ 8,300	Community Meeting #1: Planning, Coordination, Materials, Faciliate Meeting; Follow-up reporting; Support to Joint Board & Council Session
F. Project Management	\$ 2,700	Dec - Feb On-going misc. coordination & ramp up

**Current Month:
February**

%	\$
0%	\$ -
0%	\$ -
0%	\$ -
0%	\$ -
0%	\$ -
0%	\$ -

**Previously Billed:
NA**

%	\$
100%	\$ 5,050
	\$ -
	\$ -
	\$ -
100%	\$ 8,300
100%	\$ 2,700

Subtotal: \$ 16,050

Subtotal: \$ -

Subtotal: \$ 16,050

Phase 2

Mar - June

A. Phase Initiation & Existing Relevant Documents & Data Collection and Review	\$ 500	Coordination of transition to next phase
B. Community Engagement Series no. 2	\$ 8,000	Community Meeting #2: Planning, Coordination, Materials, Faciliate Meeting
C. Synthesize & Develop List of Action Items	\$ 1,400	Support to Joint Board & Council Session
D. Project Management	\$ 1,500	Mar - June misc. coordination

%	\$
0%	\$ -
25%	\$ 2,000
0%	\$ -
25%	\$ 375

%	\$
100%	\$ 500
25%	\$ 2,000
0%	\$ -
25%	\$ 375

Subtotal: \$ 11,400

Subtotal: \$ 2,375

Subtotal: \$ 2,875

Current Invoice Total: \$ 2,375 Previously Billed: \$ 2,875

Future Phases:

Phase 3	\$ 8,100
Phase 4	\$ 3,300
Phase 5	\$ 6,150

\$45,000